

CHAPTER 3

PLANNING AND PROGRAMMING SUPPORT SERVICES

3-1. Types of Services.

a. Economic and Social Analysis.

(1) Housing Studies. Housing projects for new facilities require a three-phase justification procedure. The three phases include: Segmented Housing Market Analysis (SHMA), the Army Housing Justification Process (AHJP), and the Economic Analysis (EA). All new construction and major renovation projects must be supported by an economic analysis of various public and private sector alternatives which provide housing facilities. The EA must accompany the initial project DD Form 1391.

(2) Efficiency Studies. Efficiency studies analyze costs of equipment or facilities over their economic, physical, or mission life and evaluate various alternatives to achieve a specific objective. Examples include commissary expansion and installation laundry services.

(3) Finance Studies. These studies, which are generally an appendix to an EA or feasibility study, identify methods of financing project needs that are outside traditional funding mechanisms. (Example: in one study, land and facilities were identified that could be excessed in order to provide funding for new warehouses on the installation as part of the DoD Sale and Replace Program.)

(4) Mission Changes. These studies assess the economic impact a mission change will have on the economy of the local community. They are generally an appendix to an Environmental Impact Statement (EIS). (Example: USACE personnel are working on the socioeconomic portion of Base Realignment Studies to establish a method to be used for all candidate installations in the United States.)

(5) Long-Range Stationing Plans. We can provide your installation assistance in site selection and estimating economic impacts on the local community that will arise from various stationing scenarios. Input/output modeling is one of the tools used to accomplish this task.

(6) Installation Compatible Use Zone (ICUZ). The goal of an ICUZ study is to influence development around military installations so that it is compatible with blast and noise-generating Army activities. The district can coordinate planning activities between agencies, counties, planning commissions, and private-interest groups.

(7) Emergency Preparedness/Mobilization Planning. To prepare for mobilization, each district has analyzed the capabilities of the Corps of Engineers as well as the construction industry in their local geographic area to quickly provide support for a range of mobilization construction projects. Working with local installation staffs, districts have identified a range of problems, needs and opportunities and addressed alternative solutions. Districts have also prepared, and are continuously updating, Mobilization Master Plans and Mobilization Installation Support Books for the Army installations that they support.

b. Project Development and Advance Planning. The scope development and programming phases of each project are extremely important. The completeness of an installations request for services reduces the time required to start pre-design and design procurement procedures, and reduces delays during design and design administration for scope revision modifications. The critical components for the request for service are shown on the sample installation support request on the final page of each support services chapter in this pamphlet. The timing of the request for services is critical to accomplishing high-quality design in a timely manner at minimum cost.

c. Real Property Master Plan and Mobilization Component for Army Installations/Base Comprehensive Planning for Air Force Installations. Commanders use the installation master plan/base comprehensive plan for the orderly management and development of their installations, and as a source of project development information. The real property master plan/base comprehensive plan depicts current composition of an installation and the plans for its future development. Once approved, the real property master plan/base comprehensive plan is the primary building block for installation development and is not changed, except for revisions by the Installation Real Property Planning Board/Facility Board, unless major mission or strength alterations occur. The mobilization component is a similar set of documents prepared at Army installations in the Continental United States, Hawaii, Alaska and Puerto Rico, based on the assigned "full" mobilization mission.

Each district has a military planning staff of professionals who are capable of aiding the installation in completely updating their master plan or accomplishing revisions, either by in-house district staff or by A-E contract.

d. Installation Design Guide. The installation design guide is a portion of the installation real property master plan. It also is a specific part of the Army Communities of Excellence Program. The guide establishes the architectural theme for each portion of the installation, sets standards for interior and exterior design including site furnishings and landscaping, and develops design guidelines for form, massing, color, texture, scale and spacing amongst the buildings in each area. The district can prepare this document for the installation, or work with the installation staff to jointly develop the document.

e. Mapping and Surveying. The district has the capability of providing aerial surveys and photogrammetric mapping, cadastral surveys, and resources mapping using satellite technology. Complete field surveys of any type can be provided either through use of in-house survey crews or by contract. Each district can perform topographic, cartographic, hydrographic, demarkation of wetlands, geodetic, land, control, engineering and construction surveying. In most cases, surveys can be worked into schedules within three to four weeks time. In addition, districts have horizontal and vertical control available for use at most military installations. Districts can prepare master planning maps by means of the controlled aerial mosaic method. The majority of the mapping work is currently recorded on the computer-aided design and drafting system at the district office.

f. Computer-Aided Design and Drafting Systems (CADD). With the Corps-wide purchase of CADD systems in late 1987, USACE obtained the capability to support the DEH/BCE with state-of-the-art drafting equipment. The Corps-wide purchase provided Districts with Integraph equipment, which allows them to place real property master planning drawings, as-builts, archival site plans as well as design and as-built drawings in computer files which may be reproduced at virtually any scale, showing many different combinations of selected information. Districts also have the technical capability to advise installations regarding the purchase of CADD equipment for the DEH/BCE staff. This equipment would be completely compatible with mainframe equipment at the district and would permit installation designers and master planner to prepare original drawings and other (nongraphic) data bases, or to revise those on file at the district. (Note: automation approval and funding of CADD equipment for installation use are the responsibilities of the installation and its parent command.

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g. Feasibility Studies. USACE districts have the capability to perform virtually any engineering technical feasibility study, including evaluation of master planning alternatives, feasibility analyses during programming and design, and feasibility of alternative operation and maintenance practices.

h. Space Utilization Planning. AR 405-70, Utilization of Real Estate; AR 405-45, Inventory of Army Military Real Property; and AR 210-20, Master Planning, emphasize the maximum use of existing facilities before new facilities are programmed. Districts stand ready to assist an installation office in developing space utilization databases and analyses. Many Districts have performed this service for the installations they support. The results have proven successful in terms of usable, responsive systems for facilities and land use assignment.

3-2. Regulatory and Statutory Guidelines.

a. For Army projects.

- (1) AR 210-20, Installation Master Planning.
- (2) AR 415-15, Military Construction, Army (MCA) Program Development.
- (3) AR 405-45, Inventory of Army Military Real Property.
- (4) TM 5-803-5, Installation Design.
- (5) DA Pam 600-45, Army Communities of Excellence.

b. For Air Force projects.

- (1) AFR 19-9, Air Installation Compatible Use Zone.
- (2) AFR 86-1, Programming Civil Engineer Resources.
- (3) AFR 86-4, Base Comprehension Planning.

3-3. Who Provides These Services.

For planning and project development services, the districts Installation Support coordinator will forward the installation's request to either the Planning Division or to the Master Planning and Site Development Section of the Engineering or Programs and Project Management Division. Mobilization component service requests will follow the same procedure, or be assigned to the Emergency Operations Branch of the Construction and Operations Division. In all cases, the Installation Support Coordinator will receive, coordinate and monitor the installations request.

3-4. How To Obtain These Services.

Use an Installation Support Request Form, or call or write to the local Installation Support Coordinator to initiate a request for service. The installation should be prepared to supply the following:

- a. An Installation Support Request Form prepared in general accordance with the sample format (Figure 3-1) at the last page of this chapter which gives a narrative summary of work or services required. After the support request is evaluated:
- b. Copies of installation records needed by the district to provide the service.
- c. Applicable documents, correspondence, or regulations.
- d. Document transmitting funds to the district office.

3-5. Typical Funding and Time to Accomplish the Service.

Costs and time required for planning services, and sources/alternatives for funds. The time period and cost for the preparation of planning projects vary depending on the complexity of the document or study.

- a. Costs. Normally, installation furnished Operation and Maintenance (O&M) funds are required to finance planning services. However, some nonreimbursable Army funds are available on a limited basis for peacetime master planning. Headquarters, U.S. Army Corps of Engineers funds all mobilization master plans. The following are examples of the average time and cost range for various projects:

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(1) Project Development Brochure (PDB) - 6 to 8 weeks (\$8,000-\$12,000).

(2) Individual utility studies - 9 to 15 months (\$75,000-\$125,000).

(3) Real Property Master Plan update - 9 to 12 months (\$80,000-\$125,000).

(4) Mobilization component update - 9 to 12 months (\$80,000-\$120,000 - funded by HQUSACE).

If the required support exceeds the capability of in-house personnel or current indefinite delivery contracts, additional lead time (of approximately 3 to 4 months) will be required to advertise and select an A-E firm. Accordingly, early district involvement in an installations advance/annual work planning will help the district provide better support.

b. The annual military construction programming cycle dictates when the installation needs to submit such documents as DD Forms 1391 and Project Development Brochures.

c. Army master planning services are augmented by a limited amount of HQUSACE-distributed, nonreimbursable funds. Mobilization components are entirely funded by HQUSACE. Therefore, the district must request that the installation identify requirements for these services by each February preceding each fiscal year. This allows the district to identify master planning and mobilization master planning requirements through Corps of Engineers channels.

d. Other planning services are not as time sensitive, and can be provided at any time during the year whenever the requirement is identified and funded.

3-6. Examples.

a. Preparation of base line planning studies in support of base realignment and closure actions at installations.

b. Housing studies prepared by districts have contributed to high success rates in housing programming at various Army and Air Force Installations.

c. Space utilization surveys at supported installations as they prepare to incorporate the Army Real Property Planning System (RPLANS) at their installations.

INSTALLATION SUPPORT REQUEST		
INSTALLATION: Fort Alamo	PROJECT NUMBER: SRB-0312	
PROJECT TITLE: Update TAB and Master Plan Report		
TYPE OF WORK: <input checked="" type="checkbox"/> PLANNING <input type="checkbox"/> ENVIRONMENTAL <input type="checkbox"/> STUDY <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTR MGMT <input type="checkbox"/> REAL ESTATE <input type="checkbox"/> A-E CONTRACT SELECTION <input type="checkbox"/> OTHER		
CURRENT WORKING ESTIMATE: \$ 130,000.00		
BASIS OF ESTIMATE: Desk Estimate DATE PREPARED: 12 Mar 91		
DESCRIPTION OF WORK/SERVICE REQUIRED: PLEASE BE SPECIFIC ! Update Tabulation of Existing and Required Facilities (TAB) and Long Range Analysis, last updated in 1986. Work will involve using the Facilities Planning System, Real Property Planning System, and space criteria references to develop or verify facility allowances; interview users-battalion level and above to determine facilities requirements, entering revised data in automated TAB. TAB data and other findings will be used to update the Capital Investment Strategy.		
SPECIAL CRITERIA/DESIGN REQUIREMENTS: All reports must be accomplished in WordPerfect 5.1 format. Upon completion provide 75 copies plus diskettes to the DEH.		
PROJECT AUTHORIZATION: DD FORM 1391 <input checked="" type="checkbox"/> DA FORM 4283		
CONSTRUCTION AGENT: n/a DISTRICT n/a INSTALLATION		
CRITICAL NEED DATES: SERVICE COMPLETE: 1 May 92 DESIGN START: COMPLETE: CONSTRUCTION CONTRACT AWARD: n/a CONSTRUCTION START: n/a COMPLETE: n/a		
AVAILABILITY OF AS-BUILT DRAWINGS: Contact Installation PM		
AMOUNT OF START-UP DESIGN FUNDS ATTACHED: \$ 15,000.00		
INSTALLATION PROJECT MANAGER: DAVY CROCKETT		
TELEPHONE: (COM'L) (020) 405-5084 (AV) 582-5084		
FACSIMILE: (020) 405-3874 OFFICE SYMBOL: AZRX-DEH-MP		
INSTALLATION ENGINEER OR AUTHORIZED REPRESENTATIVE SIGNATURE TITLE DATE COL Jim Bowie Ch, EPSD 17 Jul 91		

Figure 3-1. SAMPLE FORMAT-INSTALLATION SUPPORT REQUEST INVOLVING PLANNING